

# Submitting Calendars



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Calendars must be submitted to KDE prior to June 30 in accordance with 702 KAR 7:125. The calendar is verified for compliance with all statutes, regulations, and Legislation established by the KY General Assembly. Calendar information is compiled and standardized then made available to the public, businesses, and government entities.

**1. Before submitting your calendar, verify these things manually:**

- You must have a Regular Day on at least one of the national ACT test dates.
- Martin Luther King Day and Christmas must be designated as a Holiday or Other day. A district cannot have instruction on this day.
- Election Day cannot be designated as an instructional day. A district may have professional development, professional meetings, or parent-teacher conferences on this day.

**2. Print the Calendar for the school.**

*Path: Index> System Administration> Calendar > Calendar> Days> Print*

08/04/2008 through 05/29/2009	- Calendar Year	Calendar Report 12/10/2008 // 07:17:30 PM
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Legend	
<span style="background-color: #e0ffff;"> </span>	Non-instructional day
<span style="background-color: #ffff00;"> </span>	Non school day
Key Dates	
Mo, Aug 4	Non-instructional Day, Professional Day
Tu, Aug 5	Non-instructional Day, Opening Day
Mo, Sep 1	Non-instructional Day, Holiday
Mo, Nov 3	Non-instructional Day, Professional Day
We, Nov 26	Non-instructional Day, Professional Day
Th, Nov 27	Non-instructional Day, Holiday
Mo, Dec 22	Non school Day, Break
Tu, Dec 23	Non school Day, Break
We, Dec 24	Non school Day, Break
Th, Dec 25	Non-instructional Day, Holiday
Fr, Dec 26	Non school Day, Break
Mo, Dec 29	Non school Day, Break
Tu, Dec 30	Non school Day, Break
We, Dec 31	Non school Day, Break
Th, Jan 1	Non school Day, Break
Fr, Jan 2	Non school Day, Break
Mo, Jan 19	Non-instructional Day, Holiday
Fr, Mar 20	Non-instructional Day, Professional Day
Mo, Apr 6	Non school Day, Break
Tu, Apr 7	Non school Day, Break
We, Apr 8	Non school Day, Break
Th, Apr 9	Non school Day, Break
Fr, Apr 10	Non school Day, Break
Fr, May 15	Non-instructional Day, Closing
Mo, May 18	Non school Day, Midcamp
Tu, May 19	Non school Day, Midcamp
We, May 20	Non school Day, Midcamp
Th, May 21	Non school Day, Midcamp
Fr, May 22	Non school Day, Midcamp
Mo, May 25	Non school Day, Midcamp
Tu, May 26	Non school Day, Midcamp
We, May 27	Non school Day, Midcamp
Th, May 28	Non school Day, Midcamp

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total Instructional  
Days: 176  
Minutes: 75690

Total Non-Instructional:  
Days: 10  
Minutes: 8600

Total Non-School:  
Days: 179  
Minutes: 48590

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Verify:

0.

- In accordance with House Bill 406, districts are required to provide no less than 1062 hours (63720 minutes) of instruction during the school year.
- Districts are required to provide no less than two additional six hour instructional days beyond the six hour instructional days provided during the 2005-2006 school year as approved by KDE. Districts may exceed 177 six hour instructional days. To determine the number of six hour instructional days in Infinite Campus, subtract the number of days with less than 360 instructional minutes from number of instructional days listed on the calendar.
- Calendars must consist of a minimum of 185 days. This includes instructional days, opening day, closing day, professional development days, holidays, and planning days. Amended calendars may also include teacher equivalent days, and disaster days. Weather days, break day and

“other” days are not included in the day count. To find the total number of calendar days in Infinite Campus add the instructional and non-instructional days listed on the calendar.

- Original Calendars are required to have (1) Opening Day, (1) Closing Day, minimum of (4) Holidays and a minimum of (4) Professional Development days. Some calendars may have additional Holidays, Professional Development days, and Planning days. Each calendar must include the greatest number of Make-up days that the district missed over the past five years.
- Amended Calendars are required to have (1) Opening Day, (1) Closing Day, minimum of (4) Holidays and a minimum of (4) Professional Development days. Calendars may have additional Holidays, Professional Development days, and Planning days. Some district may have Teacher Equivalent days, Disaster days, and Weather days. All unused Make-up days need to be removed from the amended calendar.

### **3. Generate the Calendar Edits report.**

*Path: Index> KY State Reporting> Edit Reports> Calendar Edits Report*

Select the school year and “All schools” or a single school at the top of the screen. Click Generate Report.

## Days Outside of School Months

Dates on the calendar must be included in school months to be on the calendar extract.

### Calendar Edits Report

Run Date : 12/10/2008 6:35:23 PM

#### Days outside of school months

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY Schedule: Main

Period Schedule	Date
S1	5/18/2009
S1	5/19/2009
S1	5/20/2009
S1	5/21/2009
S1	5/22/2009
S1	5/25/2009
S1	5/26/2009
S1	5/27/2009
S1	5/28/2009
S1	5/29/2009

If you have dates on this report that should be in your calendar check to see if your School Months are setup to include them.

*Path: Index> System Administration> Calendar> Calendar> School Months*

The screenshot shows the 'School Month Editor' window. At the top, there is a navigation bar with icons and labels for 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', 'Periods', and 'School Months'. Below this, there are 'New' and 'Print' buttons. The main area contains a table with the following columns: Name, Seq, Start Date, End Date, Exclude Start, Exclude End, and Close Date. The table lists 10 months, from Month 1 to Month 10, with their respective sequences and date ranges.

Name	Seq	Start Date	End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/04/2008	08/29/2008			
Month 2	2	09/01/2008	09/26/2008			
Month 3	3	09/29/2008	10/28/2008			
Month 4	4	10/29/2008	11/26/2008			
Month 5	5	11/27/2008	01/07/2009			
Month 6	6	01/08/2009	02/04/2009			
Month 7	7	02/05/2009	03/04/2009			
Month 8	8	03/05/2009	04/01/2009			
Month 9	9	04/02/2009	05/06/2009			
Month 10	10	05/07/2009	05/15/2009			

If the day is entered incorrectly on the calendar, remove the day.

Path: Index> System Administration> Calendar> Calendar> Days

The screenshot shows the 'Days' tab in the system administration interface. On the left is a calendar for May 2009. The date 05/29/2009 is selected. To the right of the calendar is the 'Day Detail' form. Below the calendar, there is a red arrow icon and the text 'Event on this Day'.

**Calendar:** May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

▼ Event on this Day

**Day Detail**

Date: 05/29/2009 Day #: Not an instructional day.

Period Schedule: S1

School Day: ☐ Instruction: ☐ Attendance: ☐

Start Time:  End Time:  Duration:

The duration field will be calculated automatically

Comments:

**Day Events**

Type	Duration	Inst. Minutes
U: Makeup	0	0

Add DayEvent

To remove the day, delete any day events and remove any checks in the boxes.

The screenshot shows the 'Days' tab in the system administration interface. The 'Day Detail' form is visible, and the 'Delete Day/Day Events' button is highlighted in the top toolbar. The 'Day Detail' form shows the date 05/29/2009 and the day is marked as 'Not an instructional day'. The 'Day Events' table is empty.

**Calendar:** May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

▼ Event on this Day

**Day Detail**

Date: 05/29/2009 Day #: Not an instructional day.

Period Schedule: S1

School Day: ☐ Instruction: ☐ Attendance: ☐

Start Time:  End Time:  Duration:

The duration field will be calculated automatically

Comments:

**Day Events**

Type	Duration	Inst. Minutes
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Add DayEvent

## Day Event Attendance

Only Regular Days can be marked for attendance.

Run Date : 12/10/2008 6:43:40 PM

**Calendar Edits Report**

**Day event attendance**

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY    Schedule: Main

Date	Attendance	Event
5/18/2009	True	U

Remove the check in the boxes or delete the day event which ever is appropriate.

*Path: Index> System Administration> Calendar> Calendar> Days*

Calendar    Grade Levels    Schedule Structure    Terms    Periods    School Months    **Days**

Save Day/Day Events    Delete Day/Day Events    Day Reset    Print    Multi Day Event

<<    **May 2009**    >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

▼ Event on this Day

**Day Detail**

Date: 05/18/2009    Day #: Not an instructional day.

Period Schedule: S1

School Day: ☐    Instruction: ☐    Attendance: ☒

Start Time:    End Time:    Duration: 0

*The duration field will be calculated automatically*

Comments:

**Day Events**

Type: U: Makeup    Duration Inst. Minutes: 0    0

Add DayEvent

## School months with other than 20 days

All school months other than month 10 must contain 20 days.

Run Date : 12/10/2008 6:51:23 PM

**Calendar Edits Report**

**School months with other than 20 days**

School: KENTUCKY ELEMENTARY

Calendar: 08-09 KENTUCKY ELEMENTARY    Schedule: Main

Month	Days
5	19
10	7

Month 10 will always be on this report. If any other months are listed, verify that the days during the month are marked correctly. Also verify that the start date and end date of the month are correct.

### **Event Existence**

All calendars are required to have 1 opening day, 1 closing day, at least 4 holidays and at least 4 professional development days.

Original calendars should have make-up days. Make-up days must be greater then or equal to the greatest number of weather days that the district has missed in a school year over the past five years.

All unused make-up days need to be removed from the amended calendar.

Calendar Edits Report					Run Date : 12/10/2008 6:43:40 PM
<b>Event existence</b>					
<b>School: KENTUCKY ELEMENTARY</b>					
Calendar: 08-09 KENTUCKY ELEMENTARY			Schedule: Main		
Open	Close	Makeup	Holiday	ProDev	
1	1	9	4	4	

If any of the days do not meet the requirements make adjustments to your days.

### **Missing Lunch minutes**

Any non-instructional time including passing time in excess of the five (5) minutes allowed between classes must be entered on the period schedule. This section lists any schools that do not have any non instructional time.

*Note: This may or may not be an error. A school that is completely virtual or performance based would not have any non-instructional time.*

Calendar Edits Report		Run Date : 12/10/2008 7:03:28 PM
<b>Missing lunch minutes</b>		
<b>School: KENTUCKY ELEMENTARY</b>		
Calendar: 08-09 KENTUCKY ELEMENTARY		Schedule: Main
Period Schedule		
S1		



If the school should have non-instructional time, enter it on the period structure.

Path: Index> System Administration> Calendar> Calendar> Periods

**Calendar** **Grade Levels** **Schedule Structure** **Terms** **Periods** **School Months**

New Period Schedule

**Period Schedule/Periods Editor**

Name

S1

Click on the name of the structure.

**Calendar** **Grade Levels** **Schedule Structure** **Terms** **Periods** **School Months**

Save Period Schedules New Period Schedule Delete Period Sched/Periods

**Period Schedule/Periods Editor**

Name

S1

**PeriodSchedule Info**

\*Name \*Sequence Instructional Minutes School Day

S1 1 430 430

Warning: The present minutes of existing attendance records will be updated if you either add/delete a period, or modify a period's start/end time. It will take a fairly amount of time to finish it.

**Period Info**

Name	Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period
X H	1	07:45 AM	02:55 PM	0	<input type="checkbox"/>
X 1	2	02:55 PM	02:56 PM	0	<input checked="" type="checkbox"/>

Add Period

Enter the non-instructional time in the appropriate period under Non-instructional Time.

**Weekdays that are not regular days with no events**

Every weekday from the start to the end of the calendar should be accounted for. Fall, winter, and spring break days should be designated as K: Break day. Any remaining days should be coded as an M: Other day.

**Calendar Edits Report**

Run Date : 12/10/2008 6:43:40 PM

**Weekdays that are not regular days with no events**

**School: KENTUCKY ELEMENTARY**

Calendar: 08-09 KENTUCKY ELEMENTARY    Schedule: Main

Date

10/9/2008

10/10/2008

11/4/2008

11/28/2008

5/29/2009

Update the days with either school day, instruction and attendance checks or day events as appropriate.

#### 4. Once all edits have been completed for all schools, generate the report to send to KDE.

*Path: Index> KY State Reporting> Calendar Report*

The screenshot shows the 'KY Calendar Report' web application. At the top, a blue header bar contains the title 'KY Calendar Report'. Below the header, a white box contains the instruction: 'This tool will extract data to complete the KY Calendar Report. Choose the State Format to get the file in the state defined Fixed Width format, otherwise choose one of the testing/debugging formats.' The main interface is divided into two columns. The left column contains several form fields: 'Is Amended Calendar' with a 'No' dropdown, 'Calendar Type' with a 'Regular' dropdown, 'Board Approval Date' with a date input field showing '12/10/2008', 'Exclude Calendars with state exclude' with a 'No' dropdown, and 'Format' with a 'State Format (Fixed Width)' dropdown. A 'Generate Extract' button is located below these fields. The right column is titled 'Select Calendars' and contains the question 'Which calendar(s) would you like to include in the report?'. Below this question are three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. A list of schools for the '08-09' school year is displayed, including '08-09 AVILES ELEMENTARY SCHOOL', '08-09 BARNETTE ELEMENTARY', '08-09 CREDIT RECOVERY SCHOOL', '08-09 DAVIS ELEMENTARY SCHOOL', '08-09 JENKINS ELEMENTARY SCHOOL', '08-09 KDE ELEMENTARY SCHOOL', '08-09 KDE HIGH SCHOOL', '08-09 KENTUCKY ALTERNATIVE SCHOOL', '08-09 KENTUCKY CENTRAL HIGH SCHOOL', '08-09 KENTUCKY ELEMENTARY SCHOOL', '08-09 KENTUCKY MIDDLE SCHOOL', and '08-09 WELCH ELEMENTARY SCHOOL'. The '08-09 KENTUCKY ELEMENTARY SCHOOL' entry is highlighted. At the bottom of the list, a note reads 'CTRL-click or SHIFT-click to select multiple'.

On the screen you will see these fields:

**Is amended Calendar:** pick “No” for the original calendar. Pick “Yes” for amended calendars.

**Calendar type:** (Regular, Alternative) If some schools are on Alternative calendars, and some that are not, run the report as Alternative.

**Board approval date:** Use the calendar to pick a date or type the date in.

**Exclude Calendars with state exclude:** Yes or No. Some districts enter minimal data on private, parochial, or other schools. These are marked state exclude and should be excluded from the report.

**Format:** Defaults to State Format (Fixed Width). Use any of the other choices to review the data but pick the state format to create a file to send to the state.

#### Select Calendars

If the correct year is not showing in the box that lists schools click the “list by year” radio button.

To select all schools, click on the top school in the list. Then hold the shift button and click the last school in that list. This will highlight all the schools. To remove a selected school from the highlighted list hold Ctrl and click the school.

Click Generate Extract.

Save the file that is created and upload it at <http://apps.kde.state.ky.us/login>

#### **Kentucky Department of Education contacts**

Please contact Infinite Campus support via a support ticket for any technical questions concerning the calendar setup.

Please contact Jeff Coulter for policy or compliance questions concerning the calendar by email [jeffery.coulter@education.ky.gov](mailto:jeffery.coulter@education.ky.gov) or telephone at 502-564-3846.

Please contact Lori Davis for information concerning uploading the calendar by email at [lori.davis@education.ky.gov](mailto:lori.davis@education.ky.gov) or by telephone at 502-564-5279.

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